

# Real Estate Transfer Tax Declaration Instructions

The Real Estate Transfer Tax Declaration (Form RETTD) must be filed with the county Registry of Deeds when the accompanying deed is recorded. The Registry of Deeds will collect a tax based on the value of the transferred property. The tax is equal \$2.20 for each \$500 of value and is imposed half on the purchaser and half on the seller. If the transferred property is in more than one municipality or if there are more than two sellers or buyers, a Supplemental Form must be completed. For more information, visit [www.maine.gov/revenue/propertytax/transfertax/transfertax.htm](http://www.maine.gov/revenue/propertytax/transfertax/transfertax.htm) or contact the Property Tax Division at 207-624-5606.

**Line 1. County.** Enter the name of the county where the property is located. If the property is in more than one county, complete separate Forms RETTD.

**Line 2. Municipality.** Enter the name of the municipality where the property is located. If the transferred property is located in more than one municipality, complete a Supplemental Form.

**Line 3. Grantee/Purchaser. a) & c):** Enter one name on each available line, beginning with last name first. If more than two purchasers, complete a Supplemental Form. **b) & d):** If a business entity is entered on a) or c), enter the entity's federal ID number. Do not enter a social security number. If you do not have a federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field. **e) through h):** Enter the mailing address for the buyer after the purchase of this property.

**Line 4. Grantor/Seller. a) & c):** Enter one name on each available line, beginning with last name first. If more than two sellers, complete a Supplemental Form. **b) & d):** If a business entity is entered on a) or c), enter the entity's federal ID number. Do not enter a social security number. If you do not have a federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field. **e) through h):** Enter the mailing address for the seller after the purchase of this property.

**Line 5. Property. a):** Enter the appropriate map-block-lot-sub lot number. If the property has more than one map and lot number, attach a Supplemental Form. If the municipality does not have property tax maps, if the property has more than one map and lot or if the transferred property is part of a larger parcel, then check the appropriate box. **b):** From the list provided below, enter the property type code that best describes the entire transferred property. **c):** If the municipality does not have property tax maps, enter the physical location (including street and number) of the property. **d):** Enter the acreage of the transferred property. If you

don't know the exact acreage, enter an estimate based on the available information. The acreage recital is for MRS purposes only and it does not constitute a guarantee to the buyer of the acreage being conveyed. **EXCEPTION:** If the transferred property is a gift, you do not need to complete lines b) and d).

**Line 6. Transfer tax. a):** Enter the actual sale price or "0" if the transfer is a gift. **b):** If you entered 0 or a sale price that is considered nominal on line a), enter the fair market value of the property on this line. The fair market value is based on the estimated price a property will bring in the open market and under prevailing market conditions in a sale between a willing buyer and a willing seller and must reflect the value at the time of the transfer. **c):** If either party is claiming an exemption from the transfer tax, check this box and enter an explanation of the reason for the claim. See 36 M.R.S. § 4641-C for a list of exemptions.

**Line 7. Date of transfer.** Enter the date of the property transfer, which reflects when the ownership or title to the real property is delivered to the purchaser. This date may not be the same as the recording date.

**Line 8. Classified.** Check the box if the property is enrolled in one of the current use programs. Current use programs are tree growth, farm and open space, and working waterfront.

**Line 9. Special circumstances.** If the sale of the property was either substantially more or less than the fair market value, check this box and enter an explanation of the circumstances.

**Line 10. Income tax withheld.** Nonresident sellers are subject to real estate withholding under 36 M.R.S. § 5250-A. If you have any questions, please contact the Income Tax Division at 207-626-8473.

**Line 11. Oath.** Please provide the name, mailing address, phone number, and email address of the person or company preparing this form if different from the parties of the transaction.

## PROPERTY TYPE CODES

VACANT LAND		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		MISC CODES	
Rural	101	Mixed use	301	Gas and oil	401	Rural	201	Government	501
Urban	102	5+ unit apt.	303	Utility	402	Urban	202	Condominium	502
Oceanfront	103	Bank	304	Gravel pit	403	Oceanfront	203	Timeshare unit	503
Lake/pond front	104	Restaurant	305	Lumber/saw mill	404	Lake/pond front	204	Nonprofit	504
Stream/riverfront	105	Medical	306	Pulp/paper mill	405	Stream/riverfront	205	Mobile home park	505
Agricultural	106	Office	307	Light manufacture	406	Mobile home	206	Airport	506
Commercial zone	107	Retail	308	Heavy manufacture	407	2-4-unit apt.	207	Conservation	507
Other	120	Automotive	309	Other	420	Other	220	Current use	
		Marina	310					classification	508
		Warehouse	311					Other	520
		Hotel/motel/inn	312						
		Nursing home	313						
		Shopping mall	314						
		Other	320						